

Volunteer Support Group Facilitator Job Description

Position Title: Volunteer Support Group Facilitator

Program: 6-Week Peer-Led Support Group Program

Location: Alzheimer Calgary

Reports to: Community Engagement Coordinator

Program Overview:

The 6-Week Peer-Led Support Group Program at Alzheimer Calgary is designed to provide caregivers of individuals living with dementia a structured and supportive environment. This program helps caregivers share experiences, learn about dementia and caregiving strategies, and build lasting relationships within a supportive community to reduce isolation. The program consists of weekly, 2-hour sessions over six weeks. After the initial program, participants are encouraged to continue meeting independently as part of an alumni group for ongoing mutual support.

Position Summary:

The Volunteer Support Group Facilitator plays a vital role in guiding the group sessions, fostering a safe and inclusive environment, and ensuring that participants feel supported and engaged. This role requires a compassionate and empathetic individual who can facilitate group discussions, manage group dynamics, and provide educational content on dementia and caregiving. Therefore, the Support Group Facilitator is required to have knowledge about dementia that meets the standards of this program.

Key Responsibilities:

- **Facilitate Weekly Sessions:** Lead the 6-week support group sessions, following the agenda provided by Alzheimer Calgary.
- **Create a Safe Environment:** Ensure that the group setting is supportive, inclusive, and confidential, allowing participants to share their experiences openly.
- **Encourage Participation:** Promote active participation from all group members, encouraging sharing, listening, mutual support and respect.
- **Educational Component:** Deliver or coordinate presentations on weekly topics related to dementia and caregiving, utilizing educational materials provided.

it's still me in here

- **Group Reflection and Discussion:** Facilitate group discussions that encourage participants to reflect on the educational content and how they can apply it in their caregiving roles.
- **Maintain Professional Boundaries:** Uphold clear and respectful boundaries with participants to ensure a professional and supportive environment. Facilitators empower caregivers to identify their strengths rather than “fixing their weaknesses”.
- **Facilitator Role:** The facilitator's role is to provide an opportunity for each participant to share feeling, and strategies that involve caregiving and coping. If the facilitator feels that a participant needs, go beyond the purpose of the group they will report this to the Caregiver Support and Education Coordinator as soon as possible. Facilitators will encourage participants to share their experiences rather than giving each other advice.
- **Documentation:** Maintain accurate records of attendance, engagement, and session summaries. Collect feedback from participants to evaluate and improve the program.
- **Support Transition to Alumni Group:** Assist in preparing participants to transition from the structured program to the self-organized alumni group, ensuring continued peer support.

Qualifications:

- Experience in caregiving, dementia care, or related fields is preferred.
- Valid and Current Police check.
- Strong communication and interpersonal skills, with the ability to lead group discussions, manage group dynamics and work collaboratively with a colleague.
- Compassionate, empathetic, and patient, with a commitment to supporting caregivers in a non-judgemental manner that validates their feelings and experiences.
- Ability to maintain confidentiality and create a trusting environment.
- Comfortable with delivering educational content and facilitating skill-building activities.
- Basic knowledge of dementia and caregiving challenges is an asset, but training will be provided.

it's still me in here

- Adheres to strength based, person centred practices.
- Knowledge and ongoing personal practice of self-care routines.
- Is self-reflecting with the purpose of gaining perspective, self-awareness and overall personal growth.

Training and Support:

- **Training:** All facilitators will receive training:
 - **Orientation to Alzheimer Calgary:** In-person orientation to familiarize facilitators with Alzheimer Calgary's mission, services, and support structure.
 - **Elder Abuse:** Document to read – 1 hour
 - **Trauma-Informed Care (AHS Module):** Online – 3.5 hours
 - **Caregivers Alberta Peer Support Group Facilitator:** Online – 4 hours
 - **ABC Pro:** Internal, in-person training – 8 hours
 - **First Aid:** An asset to have
- **Ongoing Support:** Facilitators will have regular check-ins with the Caregiver Support and Education Coordinator, access to educational resources, and opportunities for continued learning.
- **Resource Materials:** Facilitators will be provided with necessary materials for sessions, including educational handouts and activity guides.

Time Commitment:

- Facilitators are expected to commit to the full 6-week program, with each session lasting 2 hours. Additional time for preparation, documentation, and post-session feedback may be required.

Benefits:

- Opportunity to make a meaningful impact on the lives of caregivers and individuals living with dementia.
- Gain experience in group facilitation, peer support, and dementia education.
- Connect with a community of caregivers and contribute to a supportive network.

Alzheimer Calgary is committed to fostering a diverse and inclusive environment and encourages applications from all qualified individuals.



it's still **me** in here

Acknowledgement:

I, (Volunteer print name): _____, have read, understand and accept the responsibilities outlined in the above volunteer role description, along with its duties, and obligations, and I agree to follow them to the best of my ability. In addition, I agree to give as much notice as possible should I be unable to attend a scheduled session; and will notify the Program Staff or Volunteer Coordinator if I intend to leave my volunteer position.

Date: _____ Volunteer Signature _____

(IF VOLUNTEER IS UNDER 18 YEARS OF AGE)

Parent/Guardian for volunteers under the age of eighteen (18) years must read and understand this Role Description. Parent/guardian signature is required for volunteers under the age of eighteen (18) years.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Alzheimer Calgary is committed to fostering a diverse and inclusive environment and encourages applications from all qualified individuals